



**NATIONAL INSTITUTE OF TECHNOLOGY SILCHAR**  
**Silchar – 788 010 (ASSAM)**

No: NITS/PS-484/VMC/Hiring of Vehicle/17

Date: 21/11/2017

**NOTICE INVITING TENDER**

**Subject: Tender Notice for "Hiring of Vehicles".**

1. Sealed tenders are invited from reputed transporters/fleet owners/firms having capacity to supply the required number of commercial vehicles on monthly payment basis and on need basis as and when required for a period of one year on contract/outsourcing basis latest by dt. 29/12/2017 up-to 01.00 P. M. In case of firm/company, tenderer must provide names and residential address (both existing and permanent) in the format given below:

| Sl.No. | Names of the proprietor(s)/director(s) | Current residential address/ Mobile number/ Email Id | Permanent residential address |
|--------|--|--|-------------------------------|
|        |  |  |                               |

2. The period of contract will be for an initial period of one year from the day as indicated in the letter of commencement and shall be treated for all practical purposes as the date of the commencement of the contract. The contract may be extended for such period as the National Institute of Technology Silchar deems fit subject to the consent of the service provider.

The said extendable period shall purely be at the discretion of NIT silchar and at the same terms and conditions.

3. Estimated Requirement:

| Sl. No | Type of vehicle              | Approx. Number of vehicles required | Need based | Normal place of duty for reporting |
|--------|------------------------------|-------------------------------------|------------|------------------------------------|
| 1.     | Inova (AC/ Non-AC)           | Max. 10 nos. as per requirement     | Need based | NIT Silchar vehicle section        |
| 2.     | Swift Desire (AC/ Non-AC)    | Max. 10 nos. as per requirement     | Need based | NIT Silchar vehicle section        |
| 3.     | Toyota Etios (AC/ Non-AC)    | Max. 10 nos. as per requirement     | Need based | NIT Silchar vehicle section        |
| 4.     | Indigo/ Alto (AC/ Non-AC)    | Max. 10 nos. as per requirement     | Need based | NIT Silchar vehicle section        |
| 5.     | Bolero/ Scorpio (AC/ Non-AC) | Max. 10 nos. as per requirement     | Need based | NIT Silchar vehicle section        |

4. The mileage would be calculated from office to office and dead mileage from garage to office shall be limited to maximum 15 km both ways per day.

In case where the vehicle description is multiple like Inova, Toyota Etios, Alto, Bolero, Scorpio, Tata Indigo, Swift Dzire etc. the vehicle model be decided by NIT Silchar and the tenderer shall be liable to accept the same. All vehicles should be of 2013 make or later.

**5. The bidder shall submit an Earnest Money of Rs.20,000.00 (Rupees Twenty Thousand Only) in favour to the Director, NIT Silchar in the form of Demand Draft payable at Silchar.**

**6. Last date of submission up-to 01.00P.M on dt. 29/12/2017 at Purchase Section, NIT Silchar-788 010, Cachar, Assam.**

**7. Date and time of opening at 03.30P.M on the same day at office of the In-charge, Vehicle Management Centre, NIT Silchar, Cachar Assam-788010. Regarding any query in connection to tender the bidder may contact Mr.Foni Bhushan Nath (M-97070 18601).**

8. Eligibility Criteria: Firms must provide information/meet following criteria and provide documents as evidence:

(i) Successful bidder has to provide Performance Security (PS) in the form of Bank Guarantee equivalent to one month's contract fee. The PS would remain valid for a period of the contract plus 2 months.

(ii) Preference will be given to the service provider having experience of providing similar services. (Documents evidence to be submitted).



(iii) Firm must have Service Tax Registration No. (if applicable) and Authority with whom registered.

(iv) Firm must have Permanent Account Number for Income Tax.

(v) Firm must provide details of registered office (Address) with Telephone No./Fax/Mobile No.

(vi) Firm must provide details of Address for communication along with Phone No./ Fax./ Mobile No.

(vii) Certificate to the effect that the tenderer would indemnify National Institute of Technology Silchar of all liabilities which may accrue during the period of contract.

(viii) The bidder should have adequate number of vehicles of the same model (or equivalent) to meet the requirement of NIT Silchar. Model of vehicles should be new and not before January, 2013.

While evaluating bids documents required against above eligibility criteria shall be provided as per this tender and Annexure II,III. Firm shall self-certify each page of the tender document in token of its understanding / acceptance.

#### 9. Instructions for Tenderers

(i) In case of the application being made by a partnership firm, a copy of Partnership Deed is required to be submitted along with the tender.

(ii) In case of the application being made by a Private Limited Company, a copy of the Certificate of Incorporation from the Registrar of Companies, Memorandum and Articles of Association of the company is required to be submitted.

**(iii) The tender shall be submitted in sealed cover envelop marked "TENDER FOR HIRING OF VEHICLE SERVICES" on top and addressed to "The Faculty-In-Charge, Purchase, National Institute of Technology Silchar-788 010, Cachar, Assam.**

(iv) It is the responsibility of the tenderers to see that the completed bidding documents are submitted by the specified time and date.

(v) The Financial Bid for hiring of vehicles is sought in the format viz Hiring on per day (100 km/10 hrs) basis as prescribed in Annexure III.

(vi) The Bid should contain the tender form and the below-mentioned documents:

a) Annexure I      Satisfactory performance certificate

- b) Annexure II General terms and conditions
- c) Annexure III Price bid format
- d) Annexure IV Other relevant documents Earnest money deposit (EMD), Copy of the PAN, Documents relating to registration with Service Tax Authority. A certificate to the effect that the tenderer would indemnify National Institute of Technology Silchar, Silchar Cachar, Assam-788010 any liability which accrues during the contract period with respect to any incident/accident/act on its part or due to working of the driver(s).  
All pages of the tender documents must be signed by the firm, in token of its understanding & acceptance.

(vii) The envelope should be marked as "*Tender for Hiring of vehicle services*".

(viii) Work will be awarded to the firm found to be eligible and which quoted lowest charges.

(ix) The tender form (consequently numbered) along with the Annexure 1-IV initiated by the authorized representative in each of the page should reach before 01.00P.M on addressed to and at the below- mentioned details in sealed condition- "Tender for Hiring of Vehicle Services".

To  
The Faculty-In-Charge, Purchase  
National Institute of Technology Silchar  
Silchar, Cacahar, Assam-788010

(x) The tender will be rejected outright if any of the requisite documents is not attached with the tender form submitted by the tenderer. The tender is also liable to be rejected if any of the terms and conditions as mentioned in the tender form is not fulfilled by the tenderer.

(xi) Validity of bids will be 90 days from closing date of the tender.

(xii) Tender form can also be downloaded from the website available at the following address-

[www.nits.ac.in](http://www.nits.ac.in)

#### 8. Submission of bids:

(i) Bids should be submitted in two separate sealed envelopes.

(A) First envelop should contain the following documents pertaining to prequalification criteria.

- a. Registration certificate of the firm or agency.
- b. Service tax registration number.
- c. PAN/ Income tax return (three years)
- d. Balance sheet indicating turn over (profit/loss) for three years.
- e. Work order relating to providing the services in the Government department. Satisfactory performance report is issued on after .....
- f. Bank draft for Rs. ....

g. Any other document pertaining to prequalification criteria.

(B) Second envelop should contain the financial bid. The financial bid should be exclusive of service tax.

(i) Both the sealed envelop should be put in a bigger cover and should be addressed to Director/Registrar, National Institute of Technology Silchar.

Date-  
Place- NIT Silchar



Registrar  
National Institute of Technology Silchar

TO BE ISSUED ON LETTER HEAD OF THE MINISTRY / DEPARTMENT /  
ORGANISATION OF CENTRAL / STATE GOVERNMENT ORGANISATION / PSU

TO WHOM IT MAY CONCERN

This is to certify that M/s \_\_\_\_\_ has provided/ has been  
providing staff car vehicles (total Nos. \_\_\_) to this office during the period i.e from \_\_\_\_\_  
to \_\_\_\_\_ / continuing as on date.

It is also certified that the transport service provided by the Agency / firm has been quite  
satisfactory/ not satisfactory and the agency has not been debarred by the  
Department/organization.

Signature  
(Name & Desig. of the Authorised Officer with seal)  
Tel. No.-  
Email :-

